

To: Moler, Robert[Moler.Robert@epa.gov]; Quick, Danette[Quick.Danette@epa.gov]
From: Vigil, Christine
Sent: Thur 2/23/2017 12:29:40 AM
Subject: Response Requested - Introductions from Your Data Team Coordinator (For Roger H)
Christine Vigil Sites13feb17.xlsx

Hi Robert/Danette,

Just wanted to follow-up with my phone conversations I had with each of you several weeks (maybe even months) back.

As you may know, I'm working on a spreadsheet that includes all the data related to each remedial site. I've been sending emails to all the RPMs informing them of my intentions to conduct data reviews to ensure all Scribe data follows our regional data management plan. I will be logging missing or errors from their Scribe projects and sending the reports to them for review.

If you take a look at the attached list, it's what I have so far. Jeff is working on his sites and then we will combine our sites for one major spreadsheet. Once we combine them, we'll have all the information except lat/longs. We hope to have that added in the near future so we can easily click and the site comes up on a map.

As for my sites on this list, could you help me fill in any MOO blanks? If you don't know or can't find the information, just mark it. Once I have the data updated, I'll send both of you updates if anything changes.

Regarding site IDs and passwords, please be sure to keep this document protected, so don't add this spreadsheet to your SharePoint site. Keep it private and on your computer.

Thanks and appreciate your help,

Christine

Hi Roger,

Not sure if you heard, but I'm the new EPR-Support Data Coordinator for the site(s) below. During the past few months, our group has been working on streamlining procedures related to Remedial and Site Assessment data management. We are also seeking to improve our outreach efforts, including how we can best assist our R8 RPMs/SAMs before, during and after each field season.

I also wanted you to know that one of my primary tasks will be conducting regular reviews of missing or invalid data in the Scribe database to ensure compliance with our R8 Data Management Plan. Once I've reviewed each site's data, I'll be contacting the RPM/SAM with a status report and next steps.

Before I get started on the review, could you verify the information below by the end of the week to ensure our team has all the pertinent information related to this site?

If there are any errors in the table, first reply to this email, then correct the table.

Any questions, please email or call x6992.

Much appreciated and looking forward to working with you and your data!

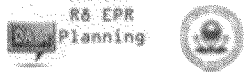
Site code	Project ID	Project Name	Subscription New Subscription	Owner	Contract	# of Projects	Last Published	RPM/OSC	Lead Data Coordinator	State in	Data in
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Data Management Coordinator

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*The measure of success is not whether you have a tough problem to deal with, but whether it is the same problem you had last year - **John Foster Dulles***